

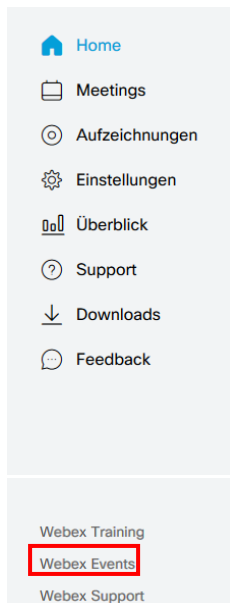
Instructions for video transmission with WebEx

WebEx Events can be used to broadcast a lecture, and students can participate actively in the class using the chat or question/answer function.

IT has set up a WebEx account for all lecturers and teaching staff and sent the activation links to the appropriate University of Applied Sciences of the Grisons email addresses.

Process for creating an event:

1. Log in at <https://htwchur.webex.com>
2. Click on **WebEx Events** in the lower left-hand corner of the menu



3. Then go to **Schedule an event**



Einem nicht aufgeführten Event beitreten

Um einem Event beizutreten, müssen Sie die vom Host zuge

Event-Kennnummer:

4. The event information needs to be added next:
 - a. Basic information: provide the [event name](#) (name of the module), the [event password](#) (overwrite the suggestion with simple password, e.g. Modul1234) and delete all the [ticks](#)

Grundlegende Informationen:

* Event-Art:

* Event-Name: [?](#)

Aufgeführt im öffentlichen Kalender [i](#)

Nach Ende automatisch aus "Meine Meetings" löschen

Registrierung: Erforderlich [i](#)

* Event-Passwort: [i](#) Das Passwort muss mindestens 4 Zeichen enthalten.

Programm: [Neues Programm hinzufügen](#)

- b. Now state the [start date](#), the [start time](#) and the [estimated duration](#).
NB: Use the semester end date (30 July 2020) as the start date to ensure the event is available for the entire period.

Datum & Zeit:

* Startdatum: [i](#)

* Anfangszeit: [Zeitzone für das Event planen...](#)

Geschätzte Dauer: Stunde Minuten

* Zeitzone:

- c. There is no need to adjust the other settings
 - d. At the end, click on [Schedule this event](#) in the lower right-hand corner

5. The event was successfully scheduled. You do not need to send invite emails, so click on [Send later](#) for the information.

Einladungs-E-Mails senden

Sie haben Ihr Event erfolgreich angesetzt.

Einladungs-E-Mails senden an:

- Gastgeber
- Diskussionsteilnehmer
- Teilnehmer
- Anbieter

6. You will then receive an overview with the event information. The link marked [Event address for participants](#) can now be copied into the corresponding **Moodle course for the module**. The students need this link to take part in the event (or the lecture). The event can be adjusted using the [Edit event](#) button if something is not right.

Event-Informationen

Event:	Test Selina
Typ:	Nicht aufgeführtes Event
Event-Adresse für Teilnehmer:	https://htwchur.webex.com/htwchur-de/onstage/g.php?MTID=ee43882e7f56acfc85626378cf78d1ba
Event-Adresse für Diskussionsteilnehmer:	https://htwchur.webex.com/htwchur-de/onstage/g.php?MTID=e3b533cecdcb4562be8f583d0e3d3a95e
Datum und Zeit:	Donnerstag, 12. März 2020 8:45 Europäische Zeit (Berlin, GMT+01:00)
Dauer:	1 Stunde

You will also receive an email that confirms the WebEx event. This email also includes the link for participants, and the event can be started from the email itself, too.

Starten Sie das Webex-Event zum gegebenen Zeitpunkt hier.

Gastgeber: Selina schaedler (selina.schaedler@fhgr.ch)
Event-Kennnummer (Zugriffcode): 843 779 001
Gastgeber-Kennnummer: 122710 (Hiermit können Sie die Gastgeberprivilegien zurückfordern.)

Donnerstag, 30. Juli 2020 23:00, Europäische Sommerzeit (Berlin, GMT+02:00)

Eventadresse für Teilnehmer: <https://htwchur.webex.com/htwchur-de/onstage/g.php?MTID=ed7365b772ee8460dedf52a06cb5e49dd>

Eventadresse für Diskussionsteilnehmer: <https://htwchur.webex.com/htwchur-de/onstage/g.php?MTID=ed3b498987e3717e792298bb5594db490>

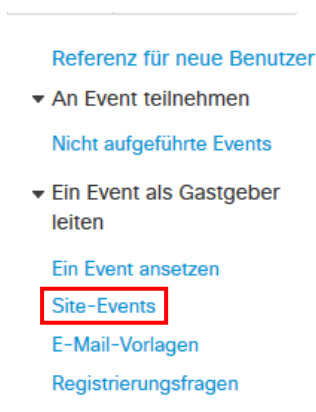
Event starten

Carrying out the event (lecture with video transmission):

The following describes how events can be started and carried out once they have been scheduled, and what options are available. The event must be started least 15 minutes before teaching starts. As previously, teaching takes place in line with the regular timetable.

NB: a headset or headphones improves the quality

1. Log in at <https://htwchur.webex.com>
2. Click on **WebEx Events** on the bottom left of the menu, and then on **Site Events**



The overview of all the events will be shown and the events can be launched from here by clicking on [Start](#)

Alle angesetzten Events auf der Site
Insgesamt sind 1 Events auf dieser Site vorhanden.

[Deutsch](#) · [Berlin Zeit](#)

Vergangene Events anzeigen Nur Events anzeigen, für die eine Registrierung erforderlich ist

Datum und Uhrzeit	Thema	Gastgeber	
30. Jul 2020 23:00	Modul XY	Selina schaedler	Starten

The event can also be started from the email itself (see point 6 above).

- Before the event is started, you will see a preview where you can adjust all the video/sound settings. If everything is ok, click on the [Start Event](#) button.
- The event has now started:
 - The image of the host (i.e. the lecturer) appears here
 - Share function: you can choose what content (screen, Word, PPT etc.) should be shared with the students for the lecture
 - Participants: the participants are shown in a menu in the upper right-hand corner
 - Chat function: a chat is opened on the right-hand side that the students can use to communicate. It is possible to select a specific message recipient in the chat

Datei Bearbeiten Ereignissen Anzeigen Kommunikation Teilnehmer Event Hilfe Verbunden


a. This is the image of the host
i.e. of the lecturer

> Chat ×

▼ Fragen und Antworten ×

Alle (0)

Wählen Sie eine Frage aus, und geben Sie dann hier Ihre Antwort ein.
Die Eingabe ist auf 256 Zeichen beschränkt.



5. In the following example, a PPT is shared and the following features are available in the middle at the top, using the menu ribbon:
 - a. Share function: a PPT is being shared currently, you can change to another application/screen here
 - b. Participants: the participants are shown in a menu in the upper right-hand corner
 - c. Chat function: a chat is opened on the right-hand side that the students can use to communicate. It is possible to select a specific message recipient in the chat
 - d. Comment: a ribbon opens with various tools that can be used for comments (e.g. arrow, highlighters, text, etc.)
 - e. More: you can start a question and answer round here, and students can ask questions that all the participants can see and answer
 - f. To end sharing mode, click on 'Stop Sharing' at the top of the menu list, which will return you to the event overview



6. When the event or class is finished, end it using the [red X](#)



The event can be started again when class is next due to take place (see point 1)